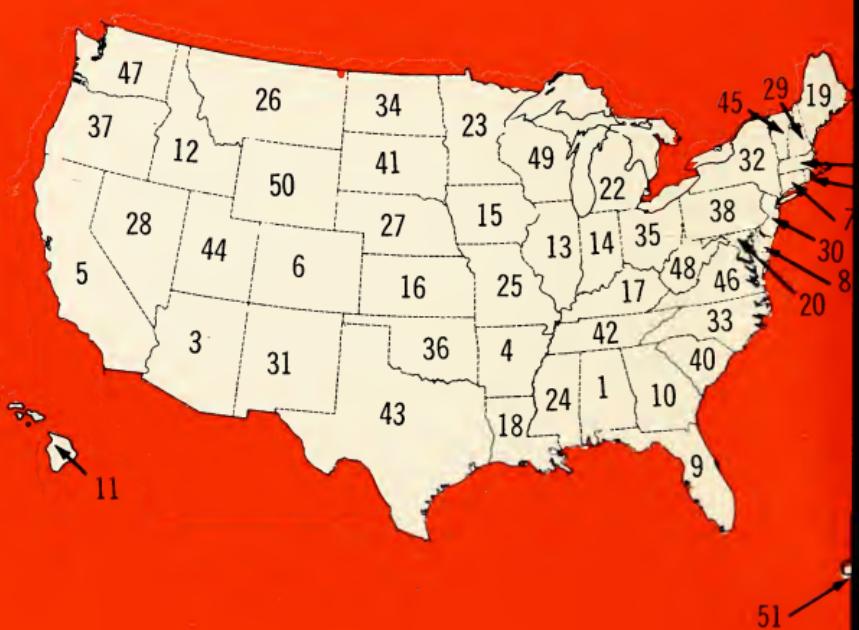


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# handbook on the U.S.A.

FOR VISITING STUDENTS





# List of states

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# Introduction

This booklet is designed to provide a handy, compact reference for the student visitor to the United States. It contains specific information on travel opportunities and facilities.

Since it is intended for students of many backgrounds and from different parts of the world, not everything will apply to every student. However, it is hoped that you will find it a useful guide in planning your trip.

For general information on travel to the United States, including such topics as climate, shopping, travel facilities, etc., we suggest you also obtain a copy of *Directions U.S.A.*, another publication of the United States Travel Service.

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# Group travel

For the student who wishes to become a member of a travel group, or to participate in an organized study or work program in the United States, a number of opportunities are available. These include travel programs organized by commercial travel agents and a variety of travel, work, and study programs arranged by U. S. educational organizations.

The *Handbook for Foreign Nationals*, \$3.50 per copy, published by the Institute of International Education, 809 United Nations Plaza, New York, N.Y. 10017, lists many opportunities for travel available through educational organizations. This book should be available at your local U. S. Consulate or information center. Other information may be obtained from your national student travel bureau and local travel agent.

In cooperation with its over 150 members including U. S. colleges, universities, and educational organizations, the Council on Student Travel coordinates several short-term programs in the United States for students with a knowledge of English.

Information on homestay, work camp, study, and trainee programs may be obtained from one of the following addresses:

**Council on Student Travel**  
49 rue Pierre Charron  
Paris 8e, France  
Telephone: 225-6600

Council on Student Travel

Room A-64

Minami Building 5

39 Ichigaya, Honmura-cho

Shinjuku-ku, Tokyo, Japan

Telephone: 269-6914

Council on Student Travel

777 United Nations Plaza

New York, New York 10017 U.S.A.

Telephone: 661-0310

Netherlands Office for Foreign Student Relations

Rapenburg 6

Leiden, Netherlands

Telephone: (01710) 33245



# Travel to the United States



A number of opportunities are available for students to travel inexpensively to the United States.

1. **STUDENT SHIPS:** Inexpensive transportation *from Europe* is available on special student ships operated by the Council on Student Travel and other organizations. Special orientation and recreational activities are conducted on the ships. Reservations should be made several months in advance of intended departure. Space must be reserved through your national student travel bureau.
2. **CHARTER FLIGHTS:** An increasing number of non-American universities, clubs, fraternal organizations, and student travel bureaus are arranging special charter air flights to the United States. This is the least expensive method of transportation. In order to be eligible for these flights, you must hold membership in the sponsoring organization for at least six months prior to your departure date or be a bona fide student at the educational institution. Contact your student travel bureau and check your local organizations sponsoring such flights.
3. **COMMERCIAL AIR AND SHIP TRANSPORTATION:** Commercial lines offer a variety of itineraries, services, and prices.

International Air Transport Association carriers have recently introduced inclusive tour group rates which often are lower than regular air fares.

Freighters offer a variety of passenger accommodations of differing quality and price. When possible, you should check carefully on the ship on which you may be traveling. Also you should bear in mind that freighters often dock at relatively out-of-the-way ports in the United States.

Prices and details on commercial transportation may be obtained from your local travel agent or directly from air or ship lines serving the USA.

# Before you leave

Be sure to obtain the proper travel documents for your trip. You will need a valid passport, an appropriate visa, and a properly certified vaccination certificate. As requirements vary from country to country, you should have all documents prepared well in advance of your departure.

A regular visitor's visa may be obtained in person or by mail from the U. S. Embassy or Consulate nearest to you. This does *not* allow you to work in the USA. If you wish to work or to study in an American school, you must comply with special visa regulations. Contact the Visa Section of the nearest Embassy or Consulate *before you leave*. Reminder: If you plan to extend your trip to Canada or Mexico, be sure to have a multiple-entry visa.

If you are planning to live in the USA for a period of time and would like to bring household effects, tools of trade or professional equipment, you should check with the Customs Division of the U. S. Embassy or Consulate.

U. S. quarantine regulations do not permit you to bring certain foods, plants, and plant products into the United States; and there are certain requirements for the importation of pets. For details on regulations, it is suggested you read *U. S. Customs Hints for Nonresidents* available from U. S. Embassy or Consulate.

# Baggage

To save money and inconvenience, know how many pounds of baggage you are allowed on the mode of transportation you will use and how much all your luggage weighs before you arrive at your place of departure. It is less expensive to ship excess baggage ahead than to pay excess air freight costs. Have all your baggage clearly labeled with your name and address.

If you plan to travel by plane, you may carry small articles (purse, flight bag, camera, etc.) aboard. Larger pieces will be placed in baggage compartments.

Keep your passport and travel documents with you. Do not leave them in your baggage because you will need these documents when you arrive before you have access to your luggage. It will be delivered to a different place than your first inspection site.



# Arrival in the United States

Health inspection—You will be required to show proof of inoculation against smallpox during the past three years. Other required immunization will depend on your home country and on those countries through which you have traveled.

Immigration inspection—Passport, visa, and other official papers will be checked at this point.

Customs inspection—Keep *all* your luggage together. Have your baggage unlocked and ready for inspection when it is your turn. The inspector will tell you whether you must pay duty. When the inspection is completed, each piece of your luggage will be stamped for entry.

Reminder: There may be a scarcity of porters in some of the large terminals. U. S. travelers often carry their own luggage if possible.

If you plan to remain in the airport or terminal for a few hours, your packages and bags may be checked in the metal lockers arranged in rows. Deposit coin according to instructions on locker and take key with you. Do not leave articles in locker over 24 hours, since this is usually the maximum storage period.

If possible, be prepared for your arrival in the United States by having with you a small supply of U. S. currency for tips, local transportation, telephone calls, etc. There are usually banks or exchange offices in airports of entry where your currency can be exchanged and travelers checks cashed.



### *International Student Service*

The International Student Service (291 Broadway, New York, N.Y. 10007) will meet and assist any arriving student visitors to the USA, provided advance notice is given. The ISS "Foreign Student Adviser" will find inexpensive accommodations for you at your port-of-entry, will assist with travel arrangements within the United States, and will help with emergencies. There is no charge for these services.

*You should write well in advance of your arrival, giving the following information: (1) Full name, (2) Nationality, (3) Destination in the United States, (4) Sponsorship, if any, (5) Scheduled port-of-entry, (6) Date of arrival, (7) Airline and flight number, or ship and steamship line.*

# Transportation within the U.S.A.

## Bus travel

**BUS TRAVEL** (motor coach) is convenient and the most inexpensive means of travel in the United States. Often it is the only means of transportation to and from small communities. An extensive network of buses exists throughout the United States—in many cases these are air conditioned and equipped with restrooms.

Eating facilities are available in most terminals, and there are regularly scheduled "rest" stops on all long bus trips.

Your baggage will be carried in a special compartment of the bus in which you travel. If you "check" your luggage to your destination, it will not be available for overnight stops on long trips.

Both major bus companies (Greyhound Lines and Continental Trailways) offer a special ticket valid for 99 days of unlimited travel for \$99. The ticket *must be purchased in your own country* before departure. As the cost of bus transportation is approximately 3¢ per mile, this ticket is a bargain if you are planning to travel over 3,000 miles by bus.

Foreign students and teachers may have their 99 day tickets extended to allow them to travel after they have completed their studies.

**Tipping:** No tipping is required on buses. If you use the services of a porter at a bus terminal, customary tip is 25¢ per bag.

For detailed information, consult with your local Greyhound or Trailways representative or travel agent. Addresses of bus companies are:

## EUROPE

Netherlands ----- Continental Trailways USA  
Carlton Hotel, Flat 512  
Vijzelstraat 18  
Amsterdam C  
Greyhound International  
P. O. Box 1977  
Amsterdam

Germany ----- Continental Trailways USA  
Friedensstrasse 9 (1st floor)  
6000 Frankfurt/Main  
Greyhound International  
Kaiserplatz  
Bethmannstrasse 58  
Frankfurt/Main

England ----- Continental Trailways USA  
Estate House  
Haymarket/ 130 Jermyn Street  
London S.W. 1  
Greyhound International  
Dorland House  
18-20 Lower Regent Street  
London S.W. 1



France ----- Continental Trailways USA  
9, Rue de Clichy  
Paris 9e  
Greyhound International  
8, Rue de la Paix  
Paris 2

## **LATIN AMERICA**

Argentina ----- Continental Trailways USA  
Galeries Boston  
Florida 142, Local 18  
Buenos Aires  
Greyhound International  
c/o Hilltours  
Diagonal Norte 852  
Buenos Aires

Chile ----- Greyhound International  
c/o M.G.M. International Tours  
Ahumada 131, Oficina 1014  
Santiago

Mexico ----- Continental Trailways USA  
c/o Wagons-Lits/Cook  
Av. Juarez 88  
Mexico 1, D.F.  
Greyhound International  
Auto Viajes Internacionales, S.A.  
Tiber No. 103  
Col. Cuauhtemoc  
Mexico, D. F.

Greyhound International  
Auto Viajes Internacionales, S.A.  
Sucursal Monterrey  
Zaragoza Sur #1037  
Monterrey, Nuevo Leon

## **BERMUDA**

Hamilton ----- Continental Trailways USA  
c/o John S. Darrell & Co., Ltd.  
63 Front Street

## **CANADA**

Alberta ----- Greyhound Lines of Canada Ltd.  
222 First Avenue West  
Calgary

## **AUSTRALIA**

### **New South**

Wales ----- Continental Trailways USA  
34 Hunter Street  
Sydney, N.S.W.  
Greyhound International  
20-22 O'Connell Street  
Sydney

Victoria ----- Continental Trailways USA  
Block Court  
290 Collins Street  
Melbourne

## **JAPAN**

Tokyo ----- Continental Trailways USA  
6th Floor, Brick Building  
7-5 Ginza Nishi  
8-chome, Chuo-ku  
Greyhound International  
Tameike Tokyu Bldg., 4th floor  
No. 1-14, 1-chome Akasaka  
Minato-ku

## **KOREA**

Seoul ----- Continental Trailways USA  
c/o The North Asia Press  
9th Floor, Rajun Building  
No. 117, Ta-Dong, Chung-gu

# Private automobile

**PRIVATE AUTOMOBILE** travel is practical if you intend to travel with a few friends. You may bring your own car duty free if you take it with you upon departure from the United States.

For license requirements, USA driving regulations, insurance protection needed, gasoline and oil prices, and hints on purchasing new or used automobiles, you should obtain a copy of *Motoring in the U.S.A.* from the United States Travel Service office serving your area.

## Car Purchase

It is possible to purchase a used car in good condition for a few hundred dollars and then resell it when you leave the United States. If you decide to buy a car, the local chamber of commerce or Better Business Bureau in the USA city can suggest a reputable dealer.

Bear in mind that you probably will incur a loss in reselling the car and that the cost of required insurance will be high. It is suggested that you purchase automobile insurance in your own country, before you depart.

## Car Rental

The major rental companies (Hertz, Avis, National) have offices in almost all U.S. cities. Their typical charges are \$10 per day plus 10¢ per mile traveled, including gasoline, oil, and insurance.

Avis and National auto-rental firms will rent standard Chevrolet/Ford/Plymouth sedans at a flat rate of \$99 for 7 days—with no mileage charge—one free tank of gas, insurance, and no drop-off charge. The automobile may be picked up at one point and left at another.

Hertz will rent standard-size Ford or other similar car at a rate of \$88 for 7 days and 500 free miles, plus insurance and a full tank of gasoline. Mileage beyond 500 miles will cost 8¢ a mile. Additional days may be added at \$12.50 per day, including 75 additional miles without charge.

Budget Rent-A-Car System will rent compact and intermediate cars for \$6 per 24-hour day and standard cars for \$7 per day. Mileage charge on either: 6¢ per mile if you purchase your own gasoline; 9¢ per mile if gas is furnished by rental company.

Lower car rental rates may be obtained from some of the smaller rental companies. Look in each city's classified telephone directory (yellow pages) under Automobile Renting and Leasing.

**Requirements:** Traveling by rental car can be economical for a group of four to six people. The hirer must be at least 21 years of age and have a valid driving license from a country that is a party to the Convention on Road Traffic of 1949 or the Inter-American Convention of 1943, and adequate funds. Usually a refundable deposit is required.

Check insurance coverage carefully to satisfy yourself that it is adequate. Additional coverage is offered for approximately \$1.00 per day.

For additional information on driving in the USA, you should consult your local automobile club, an office of the United States Travel Service abroad, or the AAA World-Wide Travel, Inc., 750 Third Avenue, New York, New York 10017, in the United States.

**AAA offices in other countries:** American Auto Club Service, Inc., 15 Pall Mall, London S. W. 1; 9 Rue de la Paix, Paris 2; 36 Via de Porta Pinciana, Rome.

# Air travel



**AIR TRAVEL** is fast, convenient, but relatively expensive. There are 55 scheduled airlines which cooperate to give service throughout the United States. Rates vary depending on schedule, type of aircraft, and class of service. On some flights, particularly in jet planes and between large cities, "coach" or "tourist" tickets are available and cost less than first class. Some "economy flights" are scheduled, at lower rates, during night hours.

Thirteen regional airlines cooperatively offer a special **VISIT USA** fare—21 days of unlimited travel on their combined routes for \$150. This fare is particularly suitable for the traveler who is not primarily interested in coast-to-coast travel but would like to visit a number of cities and make frequent stops. This special fare is restricted to foreign nationals residing more than 100 miles beyond the border of any State of the USA.

Most major airlines offer special fares for international visitors. Tickets may be purchased before arrival or within 30 days after arrival. If purchased in the USA, a 5 percent transportation tax will be added.



### **Special Youth Fares**

Several U. S. airlines offer "youth plans." Youths from 12 through 21 years of age are eligible for reduced rates on a seat available basis on daily flights within the Continental United States and Pan American World Airways to Hawaii from West Coast points. Many U. S. airlines have offices in other countries. Consult your local telephone directory, or check with the nearest United States Travel Service office for current regulations on these special-fare plans.

**Tipping:** If you use the services of an airport porter to carry your luggage from a cab or bus into the airport or to a cab or bus, the customary tip is 25¢ a bag. Do not tip airline stewardesses or stewards.

**Reminder:** Try to check in at the airport 45 minutes before plane departure time in order to have your ticket verified and baggage checked for flight. You may carry small articles with you.

# Rail travel



**RAIL TRAVEL** generally is about one and one-half times that of bus but there are more classes of service.

"Coach" seats are the least expensive and are comfortable and usually uncrowded, although you do not have

sleeping accommodations or much privacy. On night trips, pillows usually can be rented for a small fee.

Private compartments and sleeping facilities are available at a higher cost. Most long distance trains have a dining car where meals may be purchased. On some trains, vendors pass through the cars selling sandwiches and beverages.

You may "check through" whatever luggage you do not need to carry with you. Be sure to allow yourself enough time to take your bags to the baggage check room in the railroad terminal. You will be given a ticket to use in claiming your luggage from the check room of the terminal at your destination.

### **Special Rates**

Railroads offer special rates for international visitors: 15% reduction on double the one-way fare for the round-trip for individuals, coach or first-class, with a three month limit; 20½ % reduction on double the one-way coach fare for round-trip parties of fifteen or more, with three month limit; 25% reduction for round-trip coach fares for groups of fifteen or more and applicable on northeastern railroads only, with a time limit of four weeks. International visitors are also entitled to any other reduced fares in effect at the time of their rail movement, which may be lower than the above reductions.

Exchange orders for these special VISIT USA tickets must be purchased before you leave. Tickets are validated at the time the exchange order is presented to the railroad in the USA.

**Tipping:** Tip your sleeping-car attendant \$1.00 a night. In the dining car, tip the waiter 15% of the amount of the check before the tax is added.

For additional information, contact your nearest United States Travel Service office or write Rail Travel Promotion Agency, Room 436, Union Station, 516 Jackson Boulevard, Chicago, Illinois 60606.

# Local transportation

**LOCAL TRANSPORTATION SERVICE** is plentiful.

Bus service is available at most airports. Limousine and taxi service is available at all airports. The charge is rarely less than \$1.50 and may be considerably more, since many airports are located quite a distance from cities. Limousine and bus service is usually less expensive than comparable service by taxicab.

Most cities have buses, streetcars, and taxis. A few large cities have "subways" (underground) and "elevateds" (raised railways). In most cities you can transfer from one streetcar or bus to another with no additional cost, but you must ask for a "transfer" at the time you pay your fare.

Taxis are not only available at "stands" in larger cities but cruise the streets and may be hailed. Fares vary according to time, distance, or zone rates. If you plan to travel a considerable distance by taxi, most drivers will tell you the approximate rate if you ask. Some have lower fares per person if several people share the taxi.

**Customary tipping:** Buses—no tipping. No tipping necessary for limousine service unless special service is required. A 15% tip is usual in taxicabs.

**HITCHHIKING** is prohibited by law in most States, involves many hazards, and is strongly discouraged.

**SPECIAL SIGHTSEEING RATES.** The Gray Line "Sight-Seeing Unlimited" plan is offered in eighty USA



cities. A ticket for sight-seeing during a 15-consecutive-day period is \$52 and for a 21-day period is \$62. A pre-paid exchange order must be purchased before arrival in the USA. Canadian and Mexican residents living within 100 miles of the USA border are *not* eligible. Tours may be selected from a large number of tours lasting a full day or less.

For further details consult your local travel agent, United States Travel Service office, or write: Gray Line Sight-Seeing Companies Associated, One Rockefeller Plaza, New York, New York 10020.

# Time zones



9:00 AM Pacific Time



10:00 AM Mountain Time

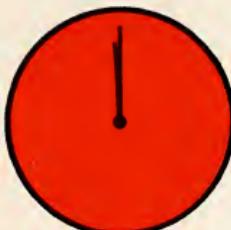


The time changes which you may have encountered when traveling to the USA continue within the United States. There are four time zones shown above.

During the spring, summer, and early fall months, most of the nation adopts Daylight Saving Time, which involves setting clocks forward one hour.



7:00 AM Central Time



12:00 Noon Eastern Time



Not all areas or public transportation carriers observe Daylight Saving Time, so it is essential that you check carefully the bus, air, and rail schedules to determine the time system in use.

Reminder: Keep your watch adjusted to the correct time of the area in which you are traveling.

# Accommodations in the U.S.A.

**SPECIAL STUDENT FACILITIES**—The *Guidebook on Student Travel in America*, published by the U.S. National Student Association, 265 Madison Avenue, New York, New York 10016, lists low-cost hotel, dormitory, and hostel facilities which give special student rates. The Guidebook may be obtained from USNSA or your local student travel bureau at \$1.00 per copy. It also lists student discounts available in major U. S. cities. The International Student Identification Card, obtained from your national student travel bureau, will provide proof of your student status for use of these facilities. Advance reservations are strongly recommended.

**YOUTH HOSTELS** are available in the USA though usually not in the largest cities and not to the extent available in Europe. By international agreement, each visitor should secure a pass from the youth hostel organization in his own country. In emergency, or when the home country has no hostel association, an "International Card" (\$3.50) may be obtained from the American Youth Hostel national headquarters in New York. Complete details on facilities in the hostels, sample trips, and customs observed while hosteling in the USA are outlined in the *AYH Hostels and Handbook* which can be purchased at \$1.00 per copy, from American Youth Hostels, Inc., 20 West 17th Street, New York, New York 10011. A list of the location of youth hostels in the USA is available at United States Travel Service offices.

The "Y's", Young Men's Christian Association and Young Women's Christian Association, across the

United States offer low-cost overnight accommodations to both members and nonmembers. Rates vary from \$3.00-\$6.00 per person per night without meals. If you are not a member of the "Y" a small fee is attached to the room charge.

These centers are nearly always in the heart of the downtown area and provide opportunity to meet others of similar interests. We suggest you write to the "Y's" in the city of your choice for advance reservations.

A list of the location and addresses of the principal "Y's" with residence facilities can be obtained at the United States Travel Service office in your area.

**CAMPING** is the least expensive way to see the United States for those traveling by car. Camp locations make access difficult for travelers using public transportation. Camping is not recommended outside the campgrounds.

Most campgrounds provide lavatories, some have showers available, and usually there is a general store on or near the campground site where essential provisions may be purchased. Tent sites, fireplaces and other facilities are usually available at a very low cost.

Camping fees vary but generally National Parks and Forests are free, although a fee of \$1.00-\$3.00 for vehicle entrance will be charged. A sticker may be purchased for \$7.00, which will admit the holder and all occupants of the vehicle to *all* National Parks and National Forests for one year. It may be obtained from first park entered or by writing Bureau of Outdoor Recreation, Washington, D. C. 20240. Ask for "entrance permit."

Reminder: Most campsites are assigned on a first-come, first-served basis and on holiday weekends they are used to capacity.

For information on federally-controlled areas, write to the Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402. Publications and price follow:



Camping in the National Park System—Lists camping accommodations in each area and includes general regulations. 18 pages. -----	15¢
The National Park System, Eastern United States. Map and directory. 1 sheet. -----	20¢
The National Park System, Western United States. Map and directory. 1 sheet. -----	20¢
Wilderness—Recreational opportunities in wilderness areas of National Forest Service. 16 pages..	20¢
National Forest Vacations—Detailed explanation of activities available in National Forests. 66 pages. -----	30¢
Vacationing with the Indians—Lists campgrounds on Indian reservations. 74 pages. -----	30¢
Reclamation's Recreational Opportunities—Information about camping facilities in areas administered by Bureau of Reclamation. 2 sheets.-----	15¢

There are many excellent accommodations throughout the USA at privately-operated camping areas. Most are listed, along with the federally-controlled sites, in the following publications. If not available through your bookstore, they may be ordered from the publisher.

Guidebook to Campgrounds—Complete information on more than 8,000 campgrounds. Maps

The above listing represents only a few of the publications describing camping facilities in the United States.

# Commercial hotels and motels

**COMMERCIAL HOTELS AND MOTELS** are available in all areas of the United States. Mid-town hotel rates will be higher than those in hotels away from the main center of the city. A transient lodging tax is usually added.

Single room indicates occupancy will be by one person. The one bed in the room may be single size, or double size, but the rate is based on single occupancy.

Almost all hotels and motels provide for two persons; "double rooms" (two persons in one bed) and "twin rooms" (two beds in each room). The rate for a "twin" room usually is \$1.00 per night more than a "double" room. Many hotels and motels also provide for three or four persons in one room. The per person cost is considerably lower if more people share one room.

U.S. hotel and motel rates do not normally include meals. This is known as the European Plan (E.P.) The American Plan (A.P.) is often quoted for accommodations at resorts and includes three meals daily. Modified American Plan (M.A.P.) rates usually include breakfast and the evening meal.

Most hotel rooms include a private bath. Rooms without bath are much less expensive but not plentiful in the United States. Minimum rates in most large hotels start at \$8.00 for a single room with bath. It is not always possible to obtain a room at the minimum price because each hotel usually has only a limited number available. Rates at the better hotels usually start at

\$10.00-\$15.00 per person and go much higher. Some small hotels have rooms for as little as \$3.50 to \$6.00 per night.

Higher charges are often made during certain periods (such as special events and conventions) and often hotels require a minimum of four day's occupancy at the increased rate. At resorts, rates vary according to season. In non-resort cities, rates are fairly stable all year round.

Motels are used mostly by automobile travelers. They are usually located away from the center of the city and they provide parking facilities. There is a wide assortment of motels in the United States with accommodations ranging all the way from very modest to elaborate facilities.

It is recommended that you make advance reservations in order to be assured of the type of accommodations and rate you desire. If you do not have reservations, look for direct telephone lines to hotels and motels in the terminal when you arrive. Usually rates are displayed or you can call to learn if accommodations are available. At least, you should explore the availability of accommodations and possible occupancy of motels in the places you plan to visit at the time you plan to travel. For information on lodging accommodations in the communities you are interested in visiting, the United States Travel Service office in your area has a book in its reference library entitled *Hotel and Motel Red Book*, which lists names and rates of the majority of USA hotels and motels. USTS also has listings which may be helpful to you, including lists for some of the large cities or chain operations.

**TOURIST HOMES.** Some private families take overnight guests. Charges are usually less than hotel/motel accommodations. Inquire at Travelers' Aid and information desks at travel terminals.

**NEW YORK CITY.** For information and assistance in planning your visit to New York contact The International Center in New York, Inc., 18 West 48th Street, New York, New York 10036.

# Eating in the U.S.A.



Tours bought as a package before you leave your country often include most meals.

Breakfast in general is a more substantial meal than in many other countries. Price range: 50¢-\$2.00.

Lunch (12 to 2 p.m.) is usually a light meal. Price range: \$1.00-\$3.00.

Dinner (6 p.m. to 9 p.m.) is the principal meal of the day. Price range: \$2.00-\$4.00.

Cafeterias: Self-service of ready-to-eat foods. Look for the "special of the day," fixed combination of foods

constituting a meal, at a bargain price. The cashier at the end of the counter either accepts payment or gives you a ticket to be paid as you depart the cafeteria. No tipping except for requested service after you are seated.

**Snack Bars and Grills:** Usually menus and prices are listed over the serving counter. Customers frequently eat standing up at snack bars in transportation terminals. Tipping is optional.

Many drugstores and department stores offer quick food service either at counters or at tables.

**Hotel Dining Rooms and Restaurants.** In cities reservations are recommended. Usually seating is assigned by a hostess. Many restaurants display a menu posted in a case or on the window outside the main entrance. Before entering, you might like to check price range and food assortment.

**“Table d’hote”**—The price includes the entire meal. You are served whatever is included in the meal you select, which usually offers choice in each course. Sometimes small changes in the menu are allowed.

**“A la carte”**—The price of the entire meal is based on the price of each food item selected. A la carte service often takes longer than ordering from a full course menu, and it usually is more expensive.

**Foreign Foods:** Restaurants specializing in foods of other countries are to be found throughout the United States, particularly in the large cities. Look in the “classified” section (yellow pages) of telephone directory under Restaurants.

**Tipping**—The service charge is not added to the bill in the USA. The expected tip is 15% of the total before the tax is added. The tip may be left on the table.

**Drive-In and Roadside Restaurants.** The customers are served in their cars or in the restaurant. These are particularly convenient if traveling by automobile.

**Picnic Areas** are available for those wishing to purchase food and eat by the roadside.

# Shopping in the U.S.A.



Large department stores and variety stores are usually open from 9:30 a.m. to 6 p.m. weekdays. Many stores remain open one or two evenings during the week. They are open on Saturday but closed on Sunday. There is no siesta period or official observance of the tea hour.

In department stores, there is usually an "Information Desk" on the main floor near the entrance. Ask there for any assistance needed. Some of the large stores have multilingual sales people and signs indicating languages spoken.

A directory listing location of principal items of merchandise within the store is displayed near the elevators. The "notions" counters of department stores carry a wide assortment of inexpensive gifts.

Prices are usually marked on the merchandise. There is no bargaining about prices in the USA.

In most States you will be required to pay a nominal tax (2% to 5%) on some items you purchase unless you request they be shipped to your home. Save all receipts for articles purchased for use in clearing Customs when you return home.

Since many countries have entirely different methods of marking sizes, it is best to try on clothing, especially shoes, before purchasing.

# Climate and clothing



How much and what type of clothing you should bring will depend on the season of the year and the USA region to be visited.

In most States the weather in spring (March-May) and in autumn (September-October) is moderate. Light-weight clothing is sufficient. Combination raincoat-topcoat is very useful.

Summer temperatures may reach over 90°F. day after day. In the South and East the humidity will also be high, so the coolest possible clothing is the most comfortable. Women will find a lightweight wrap useful for evenings in the northern States. Most public buildings and transportation facilities are air conditioned.

Winter temperatures vary from sub-freezing in the northern States to relatively moderate in the southern part of the country. If you plan to visit the northern States during the winter months, you will need warm clothing, an overcoat, hat, gloves, and overshoes. You should be prepared for snow.

If you are to be in the United States during different seasons, you might consider bringing clothing you normally wear and buy what you will require as the need arises. Inexpensive clothing is available in all sections of the USA.

# Insurance

It is essential you purchase health and accident insurance which will be valid for your trip to the USA. Medical costs are high. It is well to get advice from your Embassy, university or other reliable organization. It is possible to purchase accident insurance for each portion of your journey in the USA. Such "trip insurance" is available at most rail and air terminals. If you are unable to secure satisfactory automobile or accident insurance before you come to the United States, contact American International Underwriters in your own country or write to American International Underwriters, 102 Maiden Lane, New York, New York 10005 for information on that company's services in your country.



# Banks



Banks are usually open from 9:00 a.m. to 2:00 p.m., Monday through Friday. Many city banks have longer hours on Friday; some remain open until 5:00 p.m., others close at 2:00 p.m. and reopen at 4:00 p.m., remaining open until 5:30 p.m. to 6:00 p.m. In some communities, banks may be open on Saturday until noon. All banks are closed on Sunday and national holidays.

# Budget



Living costs in the United States may be higher than those of your own country. You should make certain you will have adequate funds to cover your trip. You should allow yourself *at least* \$10.00 a day for food and lodging. You should also plan on having additional money for transportation and personal expenses such as cleaning, souvenirs, barber shops and beauty shops, sightseeing, tipping, etc.



It is safest to carry your money in traveler's checks rather than cash. In the United States it is more convenient to carry U. S. dollar traveler's checks. Moreover, it is advisable to have an ample supply of checks in the small denominations. Hotels, stores, restaurants, railroad, bus and airline offices, and many other places will accept U. S. dollar traveler's checks as if they were cash. Never countersign traveler's checks except in the presence of the person cashing them. It is a good idea to carry your passport so that your signature can be verified. Reminder: copy the numbers of the checks and the date and place of purchase and keep this record in a separate place to insure replacement of lost checks.

It is a good idea to carry small change—nickels (5¢), dimes (10¢) and quarters (25¢)—with you to use for public lavatories, telephones, vending machines, baggage lockers, and local sales tax.

# Telephone and telegraph service

Most telephones are of the "dial" type. Where dial phones are not in use, merely tell the telephone operator the number you wish to call.

In cities you will find two types of telephone directories. The *general* directory lists telephone number and street addresses of people and businesses in the area. The *classified* listing is by types of businesses. In small communities the *classified* section is in the back of the telephone directory.

When using a public telephone, follow the instructions on the instrument. After you dial your number, if you hear a repeated buzzing sound, the number you have dialed is busy. Replace the receiver and wait a few minutes before dialing again. If you do not get an answer or the line is busy, your coins will be returned through the coin slot in the phone. If you are making a long-distance call to another city, instructions are in the telephone directory. If you are using a public telephone for a long-distance call, have a sufficient number of coins to pay for the call.

When using a private telephone, listen for a soft humming sound and then dial the number. In hotels either give the operator the number or follow instructions on the instrument.

Telegrams are usually sent by Western Union, a privately owned company. Western Union desks are usually found in hotels/motels, transportation terminals and many office buildings.

Straight telegrams sent to USA destinations are based on a 15 word message and cost depends on distance. No charge is made for the name and address of the person to whom the telegram is sent or for your signature.

If using a telephone to send the telegram, instructions will be found in front of the telephone directory. If using a public phone, deposit coins to pay for the message; if using a telephone in a hotel or private phone, the cost will be added to the bill.

If you need to send a cable home or to another country, Western Union will take your message. Write it on a Western Union message pad and pay the operator. The cost is based on the number of words, including the name and address of the person to whom the cable is sent and your signature, and the distance the message is to go. Night letter cables are less expensive than straight cables. Minimum charge on night letter cable is 22 words.

If you are receiving a telegram or cable containing money, you must produce identification.



# Postal service



Outgoing stamped mail may be dropped into letter chutes in public buildings, hotels, or in the official red, white and blue boxes on street corners, marked U.S. Mail. Time of daily collections is usually posted on the chute or box.

Post Offices are generally open from 8:00 a.m. to 5:00 p.m., Monday through Friday and from 8:00 a.m. until 12 noon on Saturday. Stamps may be purchased at post offices, from hotel clerks, and from stamp vending machines. There is a small charge for the convenience of the machines, so you will not receive an even exchange in stamps for the coins deposited.

#### Air Postage:

Letters to Europe (except Estonia, Latvia, Lithuania, and USSR) and Mediterranean Africa -----	20¢ (1/2 oz.)
Letters to Estonia, Latvia, Lithuania, USSR, Pacific Area, and Africa (other than Mediterranean Africa) -----	25¢ (1/2 oz.)
Letters to Central America, South America, Caribbean Islands, Bahamas, Bermuda, St. Pierre, and Miquelon -----	15¢ (1/2 oz.)
Letters within the U.S.A., to Canada, and Mexico -----	8¢ (1 oz.)
Post cards within the U.S.A., to Canada, and Mexico -----	6¢ each
Post cards to all other countries -----	13¢ each
Air letter forms to all countries -----	13¢ each

#### Surface Postage:

Letters within the U.S.A., to Canada, and Mexico -----	5¢ (1 oz.)
Letters to all other countries ----- each additional oz. -----	13¢ first oz. 8¢
Post cards within the U.S.A., to Canada, and Mexico -----	4¢ each
Post cards to all other countries -----	8¢ each

For information on mailing parcels home, including insured packages and special handling; postal services, such as registered mail, special delivery, and international money orders, ask at the post office. If you are in a hotel, you might check with the bell captain. Many of them have the regulations regarding shipping.

# English language and orientation programs

Many accredited institutions offer English language courses and orientation programs for newly arrived students, trainees, and other visitors from abroad.

The *Handbook for Foreign Nationals* lists the names of these institutions, the months in which courses are given and the number of hours of instruction per week, description of courses, and the fees charged. Courses that are open only to students of certain nationalities or professions, or to holders of particular grants, are also indicated. The majority of summer courses are 6 - 8 weeks duration.

# Employment

Students with tourist visas only are not permitted to work in the United States. If you enter the USA to attend school or under sponsorship, opportunities for employment are few and regulations are strict. Check with the American Embassy or Consulate in your country or with the local office of the Immigration and Naturalization Service in the USA.

# Emergency assistance



Emergencies may happen when least expected. Policemen are usually near at hand and can be counted on for assistance. Telephone assistance can be had by dialing "0" and the operator will summon medical, police, or fire assistance.

Medical aid is available at your own expense. Most hospitals have "emergency" or "first-aid" rooms. Professional offices of physicians, dentists, etc. receive non-emergency patients by appointment only. Even in an emergency, it is advisable for you or someone to telephone the doctor to acquaint him with the nature of the emergency.

The U. S. Immigration and Naturalization Service maintains offices in all large cities and can assist you with visa problems. Your own Embassy or Consulate can assist with passport problems.

Travelers' Aid representatives are at most bus, rail, and plane terminals in the USA and can assist with travel difficulties.

# USTS mailing addresses abroad

## UNITED STATES TRAVEL SERVICE OFFICES ABROAD AND AREAS COVERED

United States Travel Service  
22 Sackville Street  
London W. 1, England  
AREA: United Kingdom, Ireland

Office du Tourisme  
17 Avenue Matignon  
Paris 8e, France  
AREA: France, Spain, Portugal, French Switzerland

Fremdenverkehrsamt  
Grosse Gallusstrasse 1-7  
Frankfurt, Germany  
AREA: West Germany, Austria, West Berlin,  
German Switzerland

Ente Turistico Degli, Stati Uniti  
Via L. Bissolati 29  
Rome, Italy  
AREA: Italy, Italian Switzerland

Bureau Voor, Vreemdelingenverkeer  
American Consulate General  
Museumplein 19  
Amsterdam, Netherlands  
AREA: Netherlands, Belgium, Luxembourg

Turisttrafikavdelningen  
Box 394  
Stockholm, Sweden  
AREA: Sweden, Norway, Denmark, Finland, Iceland

United States Travel Service  
Berger House, 82 Elizabeth Street  
Sydney, Australia  
AREA: Australia, New Zealand

United States Travel Service  
Fuji Seietsu Building  
Marunouchi 3-chome  
Tokyo, Japan  
AREA: Japan, Hong Kong, Philippines

Servico De Turismo  
American Consulate General  
Sao Paulo, Brazil  
AREA: Brazil, Argentina, Chile, Paraguay, Uruguay

Oficina De Turismo  
Apartado Postal 32949  
Mexico City, Mexico  
AREA: Mexico, Costa Rica, Honduras, Nicaragua,  
El Salvador, Guatemala

Oficina De Turismo  
American Embassy  
Caracas, Venezuela  
AREA: Venezuela, Colombia, Peru, Bolivia, Ecuador,  
Panama, and Caribbean countries

# Departure from the U.S.A.



• Be sure and make or reconfirm your return reservations. A round-trip ticket does not automatically assure you space.

Reminder: Check your baggage allowance.

JUNE 1967

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UNITED STATES TRAVEL SERVICE

